



City of Cincinnati

Exam Information Guide

For

Fire Recruit

2004



NOTE: Applicants must show their valid drivers license or valid state picture I.D. at the time of the written exam as well as at each subsequent portion of the test as positive identification. However, a valid driver's license is required by the polygraph exam and a valid **Ohio** driver's license is required 30 days upon appointment.

The information gathered during this selection process is used to make employment decisions. All information gathered may be subject to public disclosure under the Ohio Freedom of Information Law. This includes the polygraph, and background investigation results.

AN INFORMATION GUIDE WILL BE PROVIDED AT THE TIME OF SIGN-UP. TIES ON EXAM SCORES ARE BROKEN BY TIME STAMP OF APPLICATION CARD.

MINIMUM AGE REQUIREMENT: Applicants must be 18 years of age by the test date .

MAXIMUM AGE REQUIREMENT: Applicants may not have reached their 37th birthday by the date of appointment. This is in accordance with Ohio Revised Code 124.42.

RESIDENCY REQUIREMENT: Candidates need not be a City of Cincinnati nor Hamilton County resident to apply. Appointees must be Hamilton County residents by their date of appointment and maintain county residency for length of employment or be subject to dismissal from class.

REQUIRED EDUCATION: Must possess a high school diploma or equivalent (GED) by test date.

OTHER REQUIREMENTS: Must be in excellent physical condition and pass a physical ability test. Must satisfactorily complete a background investigation, which includes a polygraph examination. Applicants must be free from alcohol and drug dependency and possess emotional stability due to the sensitive and stressful nature of the position of a firefighter.

GENERAL STATEMENT OF DUTIES: Each fire recruit is assigned to the Cincinnati Fire College Training and Personnel Bureau for training as a firefighter (which will include emergency medical training). Each recruit must successfully complete all phases of the training necessary to qualify as a firefighter. Once qualified and classified as Firefighter, he/she is assigned to a fire company and will respond to all emergency alarms, assist in the saving of lives and property and in extinguishing fires.

AFTER SUCCESSFULLY COMPLETING THE 24 WEEKS OF PAID TRAINING, TO BECOME FULLY QUALIFIED AS A FIREFIGHTER YOU MUST HAVE:

Knowledge of:

- Fire fighting tactics and procedures.
- Fire fighting apparatus and equipment.
- Procedures for handling hazardous chemicals.
- First aid procedures and rescue operations.
- Fire prevention codes and building codes.
- Emergency medical techniques.

Skill and ability to:

- Function effectively under stressful conditions.
- Establish and maintain effective working relationships with others.
- Utilize fire fighting apparatus and equipment.

TO QUALIFY AS A FIRE RECRUIT, YOU MUST HAVE:**Knowledge, Skill and Ability in the following areas:**

Human relations, reading comprehension, spelling, basic math, written and oral communications, deal effectively with a diverse group of people, mechanical and deductive reasoning, follow orders and directives, observation and memory.

PROBATIONARY PERIOD: One (1) year. At the conclusion of the probationary period, Fire Recruits must be able to successfully perform as Firefighters, and must be certified as an Emergency Medical Technician. The EMT certification must be maintained as a condition of employment.

All qualified applicants will participate in and must successfully complete the following:

- A written exam
- A full physical ability test
- Background investigation including polygraph
- A thorough medical exam including drug screen after a tentative offer of employment is made

CITIZENSHIP: Must be a United States citizen or applying for U.S. citizenship by closing date for sign-up.

APPLICATIONS AND EXAMINATIONS:

- Applications must be filed no later than the stated closing dates.
- Applications are subject to approval of the Civil Service Commission.

CREDIT FOR MILITARY SERVICE: Special credit for honorable military service is given **only to Ohio residents** who achieve a passing score on the examination. Non-disabled veterans receive five (5) points additional credit, and a disabled veteran shall receive an additional credit of ten (10) points.

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**City of Cincinnati, Human Resources Department
Two Centennial Plaza
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Cincinnati, Ohio 45202**

In the increasingly complex environment in which sworn fire personnel work, the assessment, selection, training and probationary period is critical for the Fire Department to succeed.

The following information provides more specific data about our entry-level recruiting, screening, and selection process.

Our goal is to attract and recruit a high quality, diverse group of candidates who will succeed at training and on the job as Cincinnati Firefighters. The Fire Department puts forth considerable time, effort, and expense recruiting candidates. We strive to attract highly motivated and qualified applicants.

The testing process is simply a measurement tool designed to predict a candidate's suitability, trainability, and potential for success in fire and rescue work. As with most cities, fire recruits are selected based on a series of screening devices. The components include:

- 1) a written, cognitive test (multiple choice and true/false format) developed and conducted by City Human Resources Department. Top scorers **only** will continue in the process.
- 2) A physical ability test, recently revised and updated, administered by City Human Resources Department personnel and Fire Department personnel.
- 3) A background investigation including polygraph conducted by Fire Recruiting Unit and a Polygraph Unit.
- 4) Complete medical exam including drug screen conducted by City Employee Health Services under authority of the City Physician.

The written Test will be a graded component. The written portion will be worth 100% of your final score. All other components are pass/fail. However, only top scorers on the written test will continue on to subsequent phases of the selection process.

It is important to remember that all phases of the selection process are reviewed and approved by the City of Cincinnati Civil Service Commission. Additionally, candidates have appeal rights to the Civil Service Commission if they feel that they have not been treated in a fair and equitable manner.

After completing all phases of the selection process, candidates are placed on a civil service eligibility list. The Fire Chief considers all information gathered during the selection process and makes final selections from the eligibility list. Candidates then receive a tentative offer of employment pending results of a medical exam in accordance with the Americans with Disability Act.

The Information Guide is being distributed to help you prepare for the upcoming Fire Recruit Selection Process. There have been provisions made to update and validate the ability tests as well as changes in the law, which affect upper age limits for original appointments. Please read this booklet thoroughly and completely. It will answer many of your questions.

This booklet contains:

- Job Announcement
- Information Sheet (Overview of Process)
- Tips on studying for written test
- A copy of the physical ability test
- Background criteria
- Information on Veterans Preference

IMPORTANT INFORMATION FOR FIRE RECRUITS REGARDING THE SCREENING PROCESS

NOTE: IT IS YOUR RESPONSIBILITY TO KEEP THE CIVIL SERVICE COMMISSION AND THE FIRE DEPARTMENT RECRUITERS INFORMED OF YOUR CURRENT ADDRESS AND TELEPHONE NUMBER.

Please read all of the information on this sheet. Many of the questions you have will be answered here.

All candidates must participate in and successfully complete the Written Test. Top scoring candidates will continue in the screening process.

- 1) **Written Test** – The written test portion (cognitive) of the Fire Recruit selection process will be held on Saturday, **March 27, 2004 at 9:00 a.m.** at the Cincinnati Convention Center located at Fifth and Elm Streets. This test will take approximately two hours. Parking will not be provided. It will be necessary for applicants to make individual arrangements. Parking at a meter is not recommended, as candidates will not be permitted to leave the test site once the exam begins. Please plan to attend on March 27th. Please be prompt. No one will be admitted to the test room once the exam begins. You must bring your exam entry card and driver's license or picture I.D. as positive identification.
- 2) **Physical Ability Test** – The next step in the selection process is the physical ability test which is tentatively scheduled in May 2004. Top scorers on the written test will be scheduled for the physical ability test. Please see attached handout for a copy of the test events. It is in your best interest to begin preparing yourself for the physical ability test as early as possible. A practice session will also be scheduled to allow candidates to familiarize themselves with the events prior to taking the actual test.
- 3) **Background Investigation and Polygraph** – Those applicants who have successfully completed all phases of the Fire Recruit testing will be scheduled for a background investigation, which includes a polygraph exam, fingerprinting and a record check through BCI (S.B.number.258). These will tentatively begin in May 2004.
- 4) **Selection Review Committee** – After completion of the background investigation and polygraph, a review committee will screen applicants based on the information obtained, and in accordance with the background criteria approved by the Civil Service Commission.
- 5) After successfully completing all phases of the screening process, candidates will be placed on an eligible list. The Fire Department will choose the Recruit class from that eligible list. It is important to remember that successful completion of the screening process **does not guarantee** a position. Those chosen for the class are offered employment contingent on passing a thorough medical examination.

ADDITIONAL INFORMATION:

If you are scheduled for any portion of the process, it is your responsibility to appear at the scheduled time, date and place. Please be prompt for all your appointments. Failure to appear will be considered as voluntary withdrawal. You must keep the Civil Service Staff (513/352-6219) and Fire Department recruiters (513/352-1684) informed of your current address and telephone number.

Also attached to this information is complete information on Veteran's Preference, Disqualification Criteria and Physical Test Information.

NOTE: THE INFORMATION GATHERED DURING THIS SELECTION PROCESS IS USED TO MAKE EMPLOYMENT DECISIONS. ALL INFORMATION GATHERED MAY BE SUBJECT TO PUBLIC DISCLOSURE UNDER THE OHIO FREEDOM OF INFORMATION LAW. THIS INCLUDES THE POLYGRAPH, AND BACKGROUND INVESTIGATION RESULTS.

WRITTEN TEST

The questions do not require specific firefighter or fire science knowledge, but rather are designed to test the knowledges, skills and abilities that are predictive of successful completion of the Fire Recruit training and successful performance as Firefighters for the City of Cincinnati.

The areas that will be covered are as follows:

- **Human Relations**
- **Reading comprehension**
- **Dealing effectively with a diverse group of people**
- **Oral and written communication including word usage, spelling and grammar**
- **Basic math (addition, subtraction, multiplication and division)**
- **Evaluating situations/decision making**
- **Following directions/orders**
- **Deductive reasoning**
- **Mechanical reasoning**
- **Observation and memory**

There will be approximately 150 Multiple Choice and/or True/False questions. Though most of the questions will relate to fire situations, no prior knowledge of firefighting is needed.

GENERAL MULTIPLE-CHOICE TEST –TAKING STRATEGIES

The purpose of a multiple-choice exam is to assess your knowledges, skills and abilities in the above areas. Unfortunately, factors other than your knowledge of the tested material can sometimes influence your performance. The following suggestions should help you to reduce these extraneous influences to enable you to do your best on the multiple-choice examination.

Make sure you understand the test format and requirements.

Read all of the directions carefully.

Know how to correctly mark the answer sheet. Know how much time you have to complete the examination. As you take the examination, check your watch periodically so that you can keep track of the amount of time remaining in the examination period.

Make sure you understand the question.

Read each question carefully.

Try to answer the question before you look at the choices. If you know the answer, compare it to the available choices and pick the closest alternative. A thorough knowledge of the tested material will allow you to answer the questions without looking at the answer choices.

Mark the test questions in a way that makes them read more easily.

Use slash marks to break down sentences into small segments. This will make you more attentive to each separate idea in a long sentence.

Circle key words that tell what a sentence or passage is all about. If you skip the question and come back to it later, your markings can make it easier to remember what the question was about, without reading the full question or passage again.

Find and underline words that ‘harden’ of “soften” statements.

Words such as all, never, none, and every harden a sentence by indicating there are no exceptions. As a rule, alternatives with these words have a lesser chance of being correct.

Words such as sometimes, may, generally and possibly soften a statement and leave more room for the alternative to be correct.

AND means that one element of the alternative must be present or true in addition to another for the alternative to be correct.

OR means there is a choice of situations. Only one of the elements of the alternative must be present or true for it to be a correct alternative.

Proceed through the questions methodically.

Answer easy questions first.

When you go through each question on the exam, answer the easy questions first and leave the difficult ones until you’ve answered all of the questions that you are sure of. This will prevent you from spending too much time on any one question and ensure that you have time to respond to and receive credit for every question that you can answer correctly. Whenever you do skip a question, be sure to identify it as skipped in your test booklet and don’t forget to come back to it.

Don’t be afraid to go with the first answer that comes to your mind. You can change it later, but often, first guesses are correct.

Tackle difficult questions methodically.

Don’t get bogged down if there is a word or sentence you do not understand. You may get the main idea without knowing the individual word or the individual sentence.

Use the process of elimination.

If you don’t know the answer to a question, first eliminate those choices which are clearly wrong. Then, put a mark next to each remaining choice to indicate what you think about it (e.g. bad, good, or possible). This will save you time by reducing the number of answers you have to re-read and re-evaluate before making your final choice.

Guess.

There is no penalty for guessing incorrect answers on this examination, so even if you must guess, answer every question. If the exam period is about to end and you believe there will be a substantial number of questions (e.g. more than 5 or 10) that you will not be able to complete, reserve some time (e.g. 60 seconds) toward the very end of the exam period to answer these questions, even if you must guess. While your guesses may not be correct, the alternative is to leave these questions blank and be assured of getting them wrong.

Use extra time wisely.

If you finish the examination before time is called, go back and review your responses. Make any changes that are necessary. Also make sure that you have placed your answers on the answer form correctly.

Remember, the Test Monitors are there to help every candidate. If you have any questions, ask for assistance before the examination begins.

ERROR ANALYSIS

There are several possible reasons for choosing an incorrect response to a question. Six of these reasons are presented below along with suggestions for avoiding such errors. Consider past tests that you have taken and identify the errors from among the six provided here that tend to characterize your test-taking behavior. Once you have identified the reasons for your errors, you can take steps to avoid repeating such errors when answering questions on this and future exams.

Reasons for Choosing Incorrect Answers

Marking the wrong space on the answer sheet.

Since there are a limited number of questions on the exam, careless errors such as these are costly. Check yourself as you mark each answer choice on the answer sheet to ensure you are marking the answer you have chosen. As an additional check, after you complete the exam, go back over every question and answer again.

Misreading a question or answer by overlooking a key word or phrase.

The solution to this problem is underlining. Underlining makes key words and phrases stand out when choosing an answer. Once you have underlined the key words and phrases, check the details of the possible answers with the details you underlined, one-by-one. If every detail doesn't match, consider that answer suspect and try another, always keeping in mind that you're looking for the best possible answer.

Not knowing the meaning of one or more key terms.

This could be a problem in preparation of vocabulary. When taking the exam, if you have difficulty with a term, re-read the sentences to determine its meaning without worrying about the meaning of a particular word. Try to understand the general message of the sentence or paragraph. The meaning of the unfamiliar word should become clearer once you understand the general context within which it has been placed.

Difficulty understanding complex or difficult questions.

Divide and conquer! Use slash marks to break up the material into small segments, then concentrate on one segment at a time. When you do go back to difficult questions, first read the possible answer before reading the

question. This tells you what to concentrate on while reading the question. Concentrate on the parts of the question directly related to the possible answers even if you do not understand the entire question. You may not need to understand the entire question to find the correct answer. Also, focus on the topic sentences which are usually the first and last sentences of a question. Read the difficult questions twice. The first time, read for the general meaning and do not get bogged down by individual words or phrases you do not understand. The second time, read for more precise understanding. The first reading will provide the context so that the second reading is easier and provides more information.

Comparing combination of information.

This is a problem of rearranging information in the correct way so that it makes sense. Underline critical pieces of information with the possible answer, point-by-point. Also, concentrate on eliminating the wrong answers first.

Several factors can cause you to fall for incorrect answers:

- a) An incorrect answer may contain an exact phrase from the question.
- b) An incorrect answer may contain a phrase or sentence that is used out of context. For example, an idea which is expressed but then rejected in the question may be presented as an idea that was supported in the question.
- c) An incorrect answer may overstate what the question has stated. For example, if the question says, "Some firefighters.....", the incorrect answer may say, "All firefighters.....".

Some strategies for avoiding the tendency to fall for incorrect answers include:

- a) Having an answer in mind before you look over the alternatives. This will make you less susceptible to choosing an answer that looks good.
- b) Using the method of marking each alternative to indicate what you think about it (e.g. bad, good, or possible) before choosing one.
- c) Sticking strictly to the facts or rules of a question. Don't fall for answers that stretch or exaggerate the facts or rules described in the test question itself. This is the time to watch out for words that harden or soften a phrase such as only, never, always, whenever, and all.
- d) Being aware of answers with words or phrases taken exactly from the question material. Don't simply assume that such answers are correct.
- e) Preparing a defense for your answer choice. Find something in the test question which will give a strong, direct defense for your choice.

The test will be computer scored. Therefore, it is important to follow the instructions below to insure your answers are read correctly.

*** Use only the #2 pencil provided.**

*** Make heavy black marks that completely fill the circle.**

*** Erase completely any marks you wish to change.**

*** Make no stray marks on the answer sheet. You may do any figuring in the test booklet as no other scratch paper is provided. However, all answers must be put on the answer sheet provided. Calculators are not permitted.**

***Be sure that you blacken only one square for each question. If you blacken more than one square, it will be counted as incorrect, even if one of the answers is correct.**

EXAMPLES:

A	B	C	D	
■	□	□	□	<u>A</u> is the answer.
A	B	C	D	
□	□	□	■	<u>D</u> is the answer.

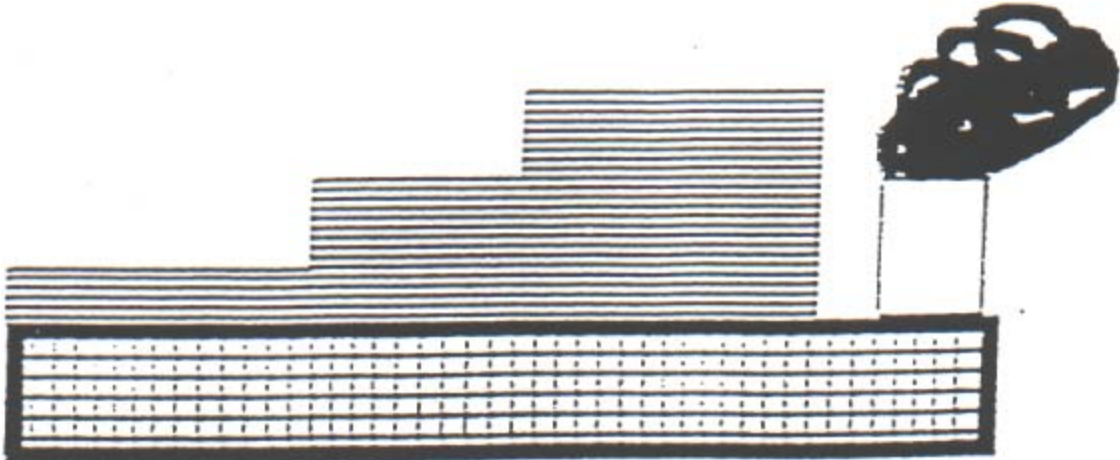
Sample Questions

The following test questions are samples of the types of questions that may be used on the exam. They are not actual test questions that will be used.

- There are rules for proper behavior at work just as there are rules of behavior at home and at social events. The foundation of proper behavior is:
 - a cheerful outlook.
 - keeping personal problems at home.
 - respect for others.**
 - positive attitude.
- In dealing with the public, it is helpful to know that generally most people are willing to do that for which they:
 - cannot be held personally responsible.
 - understand the reasons.**
 - will have some assistance in getting done.
 - will be able to learn something new.
- You answer a call from a person who is complaining about rats in an alley. This complaint is not the Fire Department's responsibility, but you know where the caller could get assistance. You should:
 - say politely that the Fire Department does not handle those complaints and then hang up.
 - refer the caller to the proper department.**
 - encourage the caller to try to take care of the problem without outside assistance.
 - refer the matter to your supervisor.
- At the Fire Academy, you receive a lower grade from your instructor than you feel you deserve. You should:
 - insist that he change your grade.
 - ask the instructor for an explanation.**
 - ask for another examination so you can show that you know the material well.
 - accept the grade and forget the incident.
- Who is qualified to judge the level of satisfaction with service provided to a citizen by a Firefighter?
 - The citizen.**
 - The supervisor

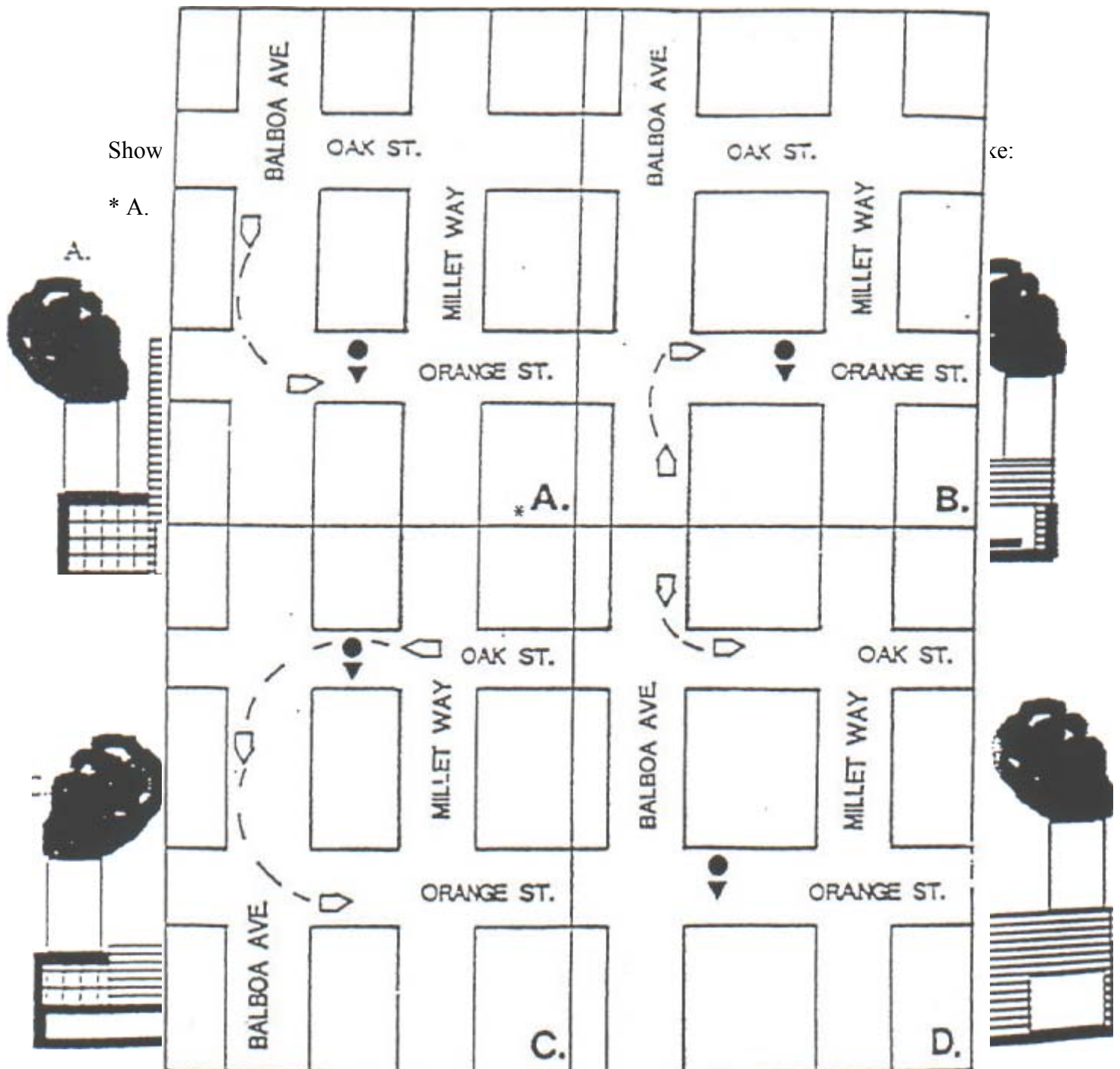
- C. Fire Chief
D. The firefighter involved.
6. If you are assigned to write a special report, you should first:
- A. **collect the essential facts.**
B. determine the necessary conclusions.
C. outline the method of procedure.
D. determine the topic of the report.
7. I think _____ correct in considering a new substance abuse policy.
- A. there
B. they're
C. their
8. A **PROPOSED** change is one that is:
- A. **offered for consideration.**
B. acceptable to the majority.
C. deserving attention.
D. commendable.
9. **RETRACT** most nearly means:
- A. repeat
B. affirm
C. withdraw
D. question
10. Teamwork is the key to success in any environment. You should be able to input and make suggestions; however, the supervisor make the final decision on most matters and you should be prepared to support and carry out the supervisor's directives with a positive attitude.
- A. True**
B. False
11. A fire company is called to the scene of an accident on the expressway to help an adjoining city. They travel 3 miles on Chase Street and 11 miles on Main Street and 2 miles on Route 12. They are traveling 60 miles per hour. How long will it take them to arrive?
- A. 12 minutes.
B. 13 minutes.
C. 15 minutes.
D. 16 minutes.
12. If fire damage to the contents of a vehicle fire include a handbag valued at \$150 containing \$47 in cash plus a briefcase worth \$175 and a jacket worth \$190. What is the total value of the items lost including the \$15,000 for the vehicle?

- A. \$1,562.00
B. \$2,562.00



- C. \$15,562.00
D. \$16,562.00

13. Use the drawing shown below to answer this question.

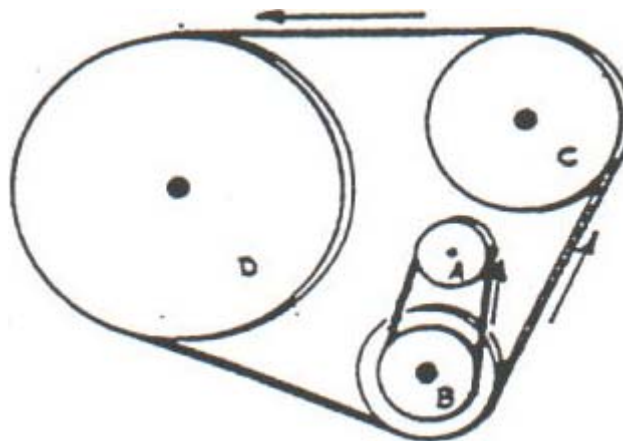


15. Which man has the heavier load?
14. A passenger car is traveling south on Balboa, crossing Oak Street. A pedestrian is jaywalking across Orange Street when he is struck by the car. Which of the four diagrams best illustrates the accident?
- A. A
- B. B
- C. If equal, mark C.



16. In the belt and pulley system shown below, which pulley will rotate the fastest?

- * A. A
- B. B
- C. C
- D. D



SUMMARY OF PHYSICAL PERFORMANCE AND EXERCISE TRAINING PROGRAM DESCRIPTION

Cincinnati Firefighter Physical Performance Test

Listed below are the proposed events for the Physical Ability Test. They are in the process of being reviewed. You will be made aware of any changes at the written test on March 27, 2004.

You are advised of the following:

- Wear clothing appropriate for physically demanding work. Wear long pants, such as warm-up suit or sweatpants.
- You may wear gloves and/or kneepads; however, these items **WILL NOT** be provided for you. You must bring your own gloves and kneepads if you want to wear them.
- Wear sneakers or rubber-soled shoes.

Because the Physical Performance Test is physically demanding, it is suggested that you refrain from eating at least two hours before the events. However, you are urged to drink plenty of fluids beginning the day before the test and continuing up until the time you are tested. Avoid drinking caffeinated beverages. You are also advised to stretch and warm-up before participating in the test.

The Firefighter Physical Test consists of eight (8) events that require you to perform simulations of activities that are part of the firefighter's job. These events require cardiovascular fitness, muscle strength, muscular endurance and flexibility. Each event will be timed. During all events you will wear a weighted vest which approximates the weight of the clothing, equipment and breathing apparatus that a firefighter normally wears during these types of activities. The events are described below. They will be performed in the order listed.

- 1) **Step mill:** This event simulates continuous stair climbing, an activity that firefighters may perform when getting to a fire at an incident scene. For this event, you will be required to step on a rotating staircase (also known as a step mill) at a predetermined stepping pace for a 3-minute period of time.
- 2) **Equipment Carry:** This event simulates the actions necessary to carry needed equipment from the apparatus to the incident scene. For this event, you will be required to pick up pieces of equipment, and carry the equipment from one location to a second location about 50 feet away. You will then put the equipment down, and return empty-handed to the starting point for another load. The equipment may include such items as an emergency response bag, a rolled-up hose, a back board, a utility bar, etc. The equipment ranges in weight and size. In addition, some items may have handles or straps, others may not. (MAXIMUM TIME PERMITTED 24 SECONDS)
- 3) **Ladder event:** This event simulates various activities related to using ladders. You will be required to remove a ladder from a rack and carry it some distance. You will then raise a weight of approximately

45 lbs. that is attached to a rope. This simulates the raising of an extension ladder. You will then lower the weight and return the ladder to the rack from which it was taken. The event ends when the ladder is back in the rack from which it was taken. (MAXIMUM TIME PERMITTED – 45 SECONDS)

- 4) **Ladder Raise and Hold:** Candidate will raise one end of a 75 lb. (approximate weight) aluminum extension ladder over his/her head. Once the ladder is fully extended over the candidate's head, he/she must hold it here for 20 seconds and then lower it to the ground. The ladder is placed with one end against a wall so it will not slip. Candidate will be given three chances to complete one ladder raise and hold.
- 5) **Hose Drag:** This event simulates the actions necessary to **manipulate** a fully charged hose. You will be required to pull 50 feet of hose. (MAXIMUM TIME PERMITTED – 15 SECONDS)
- 6) **Dummy Drag:** This event simulates the actions necessary to drag an unconscious victim to safety. You will be required to drag a 150 lb. dummy approximately 20 feet, to an established line, pull the dummy across the line, turn and drag the dummy to the original position. (MAXIMUM TIME- 10 SECONDS)
- 7) **Self Rescue from the Floor Collapse:** This event simulates a floor collapse and you pulling yourself up through the hole in the floor. Grasp wood hoist with both hands, arms and legs fully extended. (Ladder available to assist applicant in reaching hoist.) Pull up body and climb up on top of the platform through the hole. (2 ATTEMPTS PERMITTED)
- 8) **Maze:** This event is designed to simulate working in confined, dark spaces. You will be required to crawl through a maze wearing protective gear. (TIME TO BE DETERMINED)

APPLICATION OF THE EXERCISE TRAINING PROGRAM FOR FIREFIGHTER TASKS AND THE PHYSICAL PERFORMANCE TEST

The Physical Performance Test (PPT) is designed to assess your capacity to perform the tasks ordinarily performed by a firefighter during his/her job. The exercise-training program described in these Guidelines provides you with the information necessary to improve your level of physical fitness in preparation for taking the PPT. All of the exercises described in the training program are selected to improve muscle strength, muscle power, flexibility, cardiovascular endurance and muscular endurance. The training program will condition the muscles and muscle groups involved in the tasks performed by a firefighter and the events that make up the PPT. The following table provides information to explain the link between the exercises in the program and specific events that make up the PPT.

PPT Event	Firefighter Task	Exercise
Stepmill Event	Continuous stair climbing to get to the fire floor or reach a victim	<p>Warm-up: Standing cat stretch, shoulder turn, stride stretch, modified hurdler, toe pull, knee to chest, wall lean</p> <p>Calisthenics: Leg lifts, side leg lifts, chair squats, squat jumps, bench steps</p> <p>Weight Training: Squats, trunk lifts, side leg raises</p> <p>Aerobic Training: Walk/jog program, stair running</p>
Equipment Carry	Carrying equipment from fire truck to the incident	<p>Warm-up: Standing cat stretch, shoulder turn, chest stretch, shoulder stretch, arm circles, wall lean, stride stretch</p> <p>Calisthenics: Push-ups, curl-ups, chin-ups, chair squats, squat jumps, dips, bench steps</p> <p>Weight Training: Squats, bench steps, bench press, lateral pull-downs, arm curls, triceps extension, trunk lifts, curl-ups</p> <p>Aerobics: Walk/jog program, stair climbing</p>
Ladder Event Ladder Raise & Hold	Raising/carrying a ladder	<p>Warm-up: Side to side look, forward/down look, standing cat stretch, shoulder turn, chest stretch, arm circles, side stretch or reach</p> <p>Calisthenics: Push-ups, chin-ups, chair squats, dips</p> <p>Weight Training: Squats, standing or overhead press, lateral pull-downs, trunk lifts, arm curls, bench press, triceps extension, upright rowing</p>

Hose Drag	Moving and handling hose at the scene of a fire	<p>Warm-up: Standing cat stretch, shoulder turn, chest stretch, shoulder stretch, arm circles, side stretch or reach, stride stretch, knee to chest, wall lean</p> <p>Calisthenics: Push-ups, chin-ups, left lifts, side leg lifts, chair squats, squat jumps, dips, bench steps</p> <p>Weight Training: Squats, standing or overhead press, heel lifts, lateral pull-downs, trunk lifts, arm curls, bench press, side raises, triceps extension, upright rowing</p>
Dummy Drag	Dragging an unconscious victim (150 lbs) from a burning building or other emergency structure	<p>Warm-up: Side-to-side look, forward and down look, standing cat stretch, shoulder turn, chest stretch, shoulder stretch, arm circles, side stretch or reach, stride stretch, modified hurdler, knee to chest, wall lean</p> <p>Calisthenics: Curl-ups, chin-ups, leg lifts, chair squats, squat jumps, dips, bench steps</p> <p>Weight Training: Curl-ups, squats, standing overhead press, heel lifts, lateral pull-downs, trunk lifts, arm curls, bench press, side leg raises, triceps extension, upright rowing</p>
Self Rescue	Rescue from a floor collapse	<p>Warm-up: Shoulder turn, chest stretch, shoulder stretch, arm circles</p> <p>Calisthenics: Push-ups, curl-ups, chin-ups, dips</p> <p>Weight Training: Curl-ups, standing or overhead press, lateral pull-downs, arm curls, bench press, triceps extension, upright rowing</p>
Maze	Working in confined space	Practice crawling on hands and knees (wearing sweatpants and/or kneepads) at least 70 feet while making several right turns during the crawl. For the major portion of the crawl keep low enough so as not to contact an object three feet above the ground. Periodically, drop your stomach and crawl ten feet along the ground.

SELECTION CRITERIA FOR FIRE RECRUIT 2004

I. PROCEDURE

- A. All individuals who apply for appointment to the Cincinnati Fire Department as a Firefighter must submit to a background investigation. As a prerequisite to such an investigation, they must complete a Personal History Questionnaire as a supplemental application. This questionnaire shall be deemed incomplete until it is updated by the candidate immediately prior to appointment. The information submitted on the questionnaire by candidates should be complete and accurate and will be verified by the polygraph.
- B. The investigations will be conducted by Fire investigators. Their goal is to provide information on candidates that will help determine their suitability for the job.
- C. After completion of the background investigation, the information obtained will be evaluated by the Selection Review Committee consisting of Human Resources and Fire Department representatives. Those candidates, who are deemed disqualified based on the job-related criteria adopted by the Civil Service Commission, will be notified by mail.

II. CRITERIA

The offenses listed below are criteria for which candidates may be disqualified.

All persons who admit to committing any of these offenses listed may be disqualified as though they had been convicted.

- A. Felonies: All persons who have been convicted in a court of competent jurisdiction of a felony, or attempt, conspiracy or solicitation of a felony which is related to job performance, including but not limited to, treason, murder, voluntary manslaughter, rape, robbery, arson, burglary, kidnapping and any other felony which involved the use of physical force or violence against any individual or crimes of dishonesty, will be disqualified.
- B. Misdemeanors: All persons who have been convicted in a court of competent jurisdiction, within five (5) years of the date of application may be disqualified. All persons convicted of two (2) or more job-related misdemeanors may be disqualified if the convictions indicate a pattern of criminal behavior.
- C. Drugs (excluding marijuana): All persons who have been convicted in a court of competent jurisdiction of possession and/or sale of narcotics, dangerous drugs or hallucinogens or any other controlled substance, which the Civil Service Commission determines to relate to job performance or an attempt, conspiracy or solicitation to commit such a criminal act, may be disqualified. Recent usage of any prohibited substance or abuse of a controlled substance during the selection process may be grounds for rejection. Usage of any prohibited or controlled substance during the selection process may be grounds for rejection.
- D. Marijuana: All persons who have been convicted in a court of competent jurisdiction for the sale marijuana, or an attempt, conspiracy or solicitation to commit such a criminal act, will be disqualified. All personnel who have been convicted in a court of competent jurisdiction for possession/or use of marijuana during the selection process may be grounds for rejection.

- E. Sex Offenses and Bodily Harm: All persons who have been convicted in a court of competent jurisdiction of a sex offense as defined in Chapter 2907 of the Ohio Revised Code, or an offense causing or threatening bodily harm as defined in Chapter 2903 and Chapter 2919 of the Ohio Revised Code, or an attempt, conspiracy or solicitation, or commit such a criminal act may be disqualified.
- F. Guns, Concealed Weapons and Dangerous Ordinance: Any person who has been convicted in any federal, state or municipal court of violating any gun ordinance, carrying any concealed weapon, or possession of any dangerous ordinance may be disqualified. Any attempt to violate any law, statute, or regulation to the above may be grounds for rejection.
- G. Automobile: All persons who have been convicted in the last five (5) years in any court of competent jurisdiction of any of the following offenses may be disqualified: Driving Under the Influence, vehicular homicide, leaving the scene, reckless driving, or revocation or suspension of driving privileges on two (2) or more occasions. Any person currently under suspension or revocation of driving privileges may be disqualified. Any person with six (6) or more points on their current record may be disqualified. No person shall be eligible to take the polygraph exam without a valid operator's license in their state of residence.

III. DISQUALIFYING EMPLOYMENT-RELATED CONDUCT

- A. All persons who within five (5) years of the date of application have been discharged from previous employment for insubordination, serious misconduct on the job, unexcused absenteeism or tardiness may be disqualified. All persons who within the past five (5) years have been suspended, or disciplined for insubordination, misconduct on the job, unexcused absenteeism, tardiness, inefficiency, or neglect of duty on two (2) or more occasions may be disqualified.
- B. Thefts of cash, goods, or services from place of employment may be cause for disqualification.

IV. MISCELLANEOUS DISQUALIFYING CONDUCT

- A. All persons who have failed to obey or honor any judgments entered by a court of record, including, but not limited to, alimony or support payments, or have failed to pay any fine imposed by a court of record, may be disqualified.
- B. All persons who have been other than honorably discharged from the United States military service for reasons which are job related, may be disqualified.
- C. All persons who have made any intentional false alarm to any fire agency may be disqualified.
- D. Any person who is currently a member of any organization which advocated crime or the violent overthrow of the United States government will be disqualified.
- E. All persons who admit to current pattern of alcohol, drug abuse, or illegal gambling within the past twenty-four (24) months may be disqualified (i.e., conduct which is predictable, repetitive or continuing activity).

- F. All persons who have made false statements regarding any material matter during the selection process or have intentionally omitted any requested material information on the questionnaire or who have cheated during any portion of the selection process may be disqualified.
- G. Any person who has paid or accepted a bribe or favor to cover or hide any criminal offense, or acted in any manner to prevent discovery and/or apprehension of any criminal by any duly constituted law enforcement agency, or was involved in any plan or attempt to accomplish any of the above, will be disqualified.

VETERAN'S CREDIT

Do you qualify?

To receive veteran's credit, you must have successfully completed all portions of the testing process, and:

- 1) have an honorable discharge, or have transferred to the reserve with evidence of satisfactory service, or have been a Red Cross nurse, AND,
- 2) be an Ohio resident as of the test application closing date, AND,
- 3) have served on active duty.

How much credit can you get?

- A qualified veteran receives five (5) points.
- A qualified disabled veteran receives ten (10) points.

What steps must you take to apply for veteran's credit?

To apply for five (5) points veteran's credit, you must:

- Submit a copy of your DD214 (original or clear copy) to the Human Resources Department staff by the closing date for this exam.

To apply for ten (10) points veteran's credit, you must:

- Submit a copy of your DD214 (original or clear copy) to the Human Resources staff by the closing date for this exam.
- Submit a copy of an official statement (original or clear copy) from the Veteran Administration of Service agency verifying the existence of a ten percent (10%) or greater service-connected disability. This statement must be dated within six (6) months of the closing date for this exam.

How often must you apply for veteran's credit?

In order to receive veteran's credit, you must show that you qualify **EACH TIME** you apply to take an open-to-the-public civil service exam with the City of Cincinnati or Cincinnati Board of Education. (**Note:** Veteran's credit does not apply to promotional exams.)